

APPLICATION FOR RETENTION

The Federal Rules of Bankruptcy Procedure and [D.N.J. LBR 2014-1](#) set forth requirements for the submission of Applications For Retention. Our Court has the following recommended Local Forms for use when parties file an Application of this nature.

- [Application for Retention of Professional](#)
- [Certification of Professional in Support of Application for Retention of Professional](#)
- [Certificate of Service and Compliance Re Retention](#)
- [Order Authorizing Retention](#)

To facilitate the monitoring of the filing of objections this event automatically sets either a 7 day objection deadline or a 21 day follow up deadline.¹

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- STEP 1** Choose **Bankruptcy** from blue banner menu
- STEP 2** Choose **Motions/Applications** category
- STEP 3** Enter case number; click [NEXT]
- STEP 4** Select **Retention** from drop down list; click [NEXT]
- STEP 5** If you are filing this Application with another attorney place a check in the box, otherwise [NEXT] to skip this screen
- STEP 6** Select the party on whose behalf you are filing the Application; click [NEXT]
- STEP 7** Upload PDF file and any attachments; click [NEXT]
- ☛ **TIP** - Supporting documents and proposed orders are added to the event as ATTACHMENTS to the application.
- STEP 8.a** Enter the name of the party to be employed
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STEP 8.b Enter the type of party to be employed

- ☛ **IMPORTANT:** *If the party being employed is a law firm and members of the firm are efilers DO NOT add the firm as the party being employed. To ensure that an attorney receives Notices of Electronic Filing (NEF's), we must indicate that an individual attorney is being employed. For example, even though the application indicates that the party being employed is March, West & Jones, for purposes of electronic notice we must add James West, Esq. as the attorney being employed.*

STEP 8.c Select the **YES** or **NO** radio button to indicate whether the Application is being filed during the first 14 days of the case; click [NEXT]

- ☛ **TIP** - *To ensure the timely processing of the application, please be sure to accurately answer this question.*

STEP 9 DO NOT change the objection deadline. Click [NEXT] to skip this screen**STEP 10** Click [NEXT] to skip this screen**STEP 11** Final Docket text appears; review for accuracy, modify if appropriate; click [NEXT]

- ☛ **TIP 1** - *Text of docket entry cannot be modified from this screen; if modification is necessary use the [BACK] button on your browser to return to the screen where the error was made.*
- ☛ **TIP 2** - *This is the last opportunity to change information or abort transaction.*
- ☛ **TIP 3** - *The deadline information will vary depending upon whether you answered YES or NO in STEP 8.c (see text highlighted in **RED** below)*

SAMPLE DOCKET TEXT

Application For Retention of Professional Michael Wall, Esq. as Attorney for the Trustee Filed by Mark Jones on behalf of Barry Smith. **Objection deadline is 5/10/2010.** (Attachments: # (1) Certification # (2) Certificate of Service # (3) Proposed Order) (Jones, Mark)

STEP 12 **Notice of Electronic Filing** displays